Finding Aid for
Office of Student Involvement

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Updated September 16, 2023

Archives and Special Collections
Worcester State University Library

Worcester State University
486 Chandler Street
Worcester, MA 01602

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COLLECTION OVERVIEW

Call Number	WSU.0032
Repository	Archives and Special Collections, Worcester State University
Location	Learning Resource Center, L-328A
Title	Office of Student Involvement Collection
Date range	1978-2012
Extent:	4 linear feet (6 boxes)
Creator(s)	Worcester State personnel and students.
Language(s)	English
Abstract	This collection contains various materials related to both the Student Center and Student Activities. Included in this collection are many photographs of students participating in activities on campus as well as other Worcester State sponsored activities that took place off campus. There are also photographic materials that would have been used in preparation for the publication of yearbooks. There are some administrative files in this collection, mostly emails pertaining to the use of the Student Center following its opening in 1978. Included in this collection are weekly and monthly calendars detailing the hours of operation for the Student Center facilities and the various events that would take place at the Student Center. Also included in this collection are event flyers for the many events held at the Student Center and newsletters that served to alert students of the many events taking place both in the Student Center and on campus.

ACCESS AND USE INFORMATION

Physical Access	Materials are available for use only in the Archives Reading Room (L-328A). Users must handle materials with clean hands. Some materials are fragile and must be handled with care. Collection includes media that may be accessed using an Archives laptop. Photographic materials must not be removed from sleeves.
Copyright and ownership	Researchers are responsible to obtain appropriate permissions before republishing materials under copyright.
Citation format	[Item title, year] Worcester State University Office of Student Involvement collection. Archives and Special Collections, Worcester State University Library.

ACQUISITION AND PROCESSING INFORMATION

Accession number(s)	Acc.2017 .0004; ACC.2019.001
Provenance	This collection was transferred to the Worcester State University Archives by former director of the Student Center/Student Activities at Worcester State University Tim Sullivan upon his retirement in June 2017.
Processing information	Materials were rehoused in archival boxes in folders and organized. Materials were arranged into series and placed in acid-free archival folders and boxes.
Biographical and historical information	The current Student Center opened in 1978, however a Student Center Lounge operated out of the former Gymnasium Building under the leadership of Mr. Paul Joseph, director of Student Activities from 1972-1983. During his tenure Joseph oversaw the transition into the current Student Center building. Prior to 1972, student activities were coordinated by various student organizations and funded by a Student Activities Fee initiated in 1935. In 1984, Joseph became an associate Dean of Student Affairs. Student Center and Student Activities operations fell under the supervision of Tim Sullivan who became the Assistant Director of the Student Center/Student Activities in 1984. Activities that fall

under the umbrella of Student Center/Student Activities included the Winter Carnival, May Day Dance, Springfest and Homecoming. The Student Center itself hosts a variety of academic and social events.

SCOPE AND CONTENT

This collection contains materials related to the Student Center and Student Activities that took place both on and off campus between 1978 and 2012. Included are Administrative Materials, such as emails informing staff members and students of the hours of operation for the Student Center and a handbook detailing the responsibilities of Student Leaders who worked at the Student Center. There are also weekly and monthly Calendars, which serve a similar purpose of informing the campus community about events. Also included are various event flyers and newsletters. This collection also contains photographic materials including photographs, CDs, pages from scrapbooks, and various yearbook materials.

ARRANGEMENT

This collection is arranged in six series.

Series I **Administrative Files, 1995-2005, n.d.**

This series contains various emails pertaining to the hours of operation of the Student Center and some events taking place there. Included are meeting reminders and attendance sheets. Also included is a Student Leadership Handbook detailing the responsibilities of student leaders within the Student Center and various student organizations.

Series II **Calendars, 1977-2003, n.d.**

This series contains weekly, monthly and yearly calendars detailing events happening at the Student Center and other student-run events happening at other locations on Campus. Some monthly calendars have events detailed on the reverse sides.

Series III **Event Flyers, 1991-2017**

Theis series contains event flyers as well as brochures and programs from events such as graduation, the 30th anniversary of the Student Center, reunions and homecomings. Also included are event tickets.

Series IV **Newsletters, 1994-2001**

This series contains newsletters from several student organizations that run out of the Student Center. These newsletters contain information about student organizations and events.

Series V

Photographic Material, 1968-2010

This series, which is broken down into the categories of athletics, campus, digital media, displays, general, graduations, negatives and retreats, contains photographs of Worcester State students participating in student activities, both on and off campus. Also included are the sleeves of four larger scrapbooks depicting events like Springfest, Winter Carnival and a trip to Camp Riverwood. Photo sleeves were removed from the albums due to preservation and storage issues, however identifying information that appeared on the inside of covers and backs of scrapbooks were copied and included with the sleeves of photographs. Included in this series are two forms of digital media: a VHS tape and several CD's containing photographs from student activities held both on and off campus. The general file contains photos of various well known and less well known musicians, comedians, actors, plays and movies as well as various advertisements. Also included under the general photos are photographs of different places around the world including Worcester. Finally in the general photographs are images of various protests against cutting funding in higher education and photographs that may have been used for The Student Voice, the student newspaper at Worcester State.

Series VI **Yearbook Materials, 1983-2008, n.d.**

This series contains photographs and materials intended to be used in a yearbook. Included are advertisements that family and friends of students could take out for the 2008 yearbook, general yearbook photos, headshots of faculty, staff and students and mock-ups of yearbook pages that are intended for print from various years.

ACCESS POINTS

Terms below correspond to Library of Congress name or subject headings.

Organizations Worcester State University

General Subject Terms Student Activities

RELATED COLLECTIONS

Collections at Worcester State University Archives and Special Collections

WSU.0002 Worcester State University Yearbooks
WSU.0004 Worcester State University Handbooks
WSU.0015 Worcester State University Student Newspapers

DESCRIPTIVE INVENTORY

Series I Administrative Materials, 1995-2005, n.d.

Box/fldr	Title
1.1	Administrative Materials: Student Leadership Handbook, 1995
1.9	Administrative Materials: Student Leadership Handbooks, 2001, n.d.
1.10	Administrative Materials: Student Leadership Handbooks, 2005-2006
1.11	Administrative Materials: Student Leadership Handbooks,
1.2	2007-2008
1.3	Administrative Materials, 1999-2003
	Administrative Materials, n.d.

Series II

Box/fldr	**Calendars, 1977-2003**
2.1	**Title**
2.2	Calendars, 1977-1978
2.3	Calendars, 1981-1982
2.4	Calendars, 1982-1983
2.5	Calendars, 1983-1984
2.6	Calendars, 1984-1985
2.7	Calendars, 1985-1986
2.8	Calendars, 1986-1987
2.9	Calendars, 1987-1988
	Calendars, 1991-1992
2.10	Calendars, 1992-1993
2.11	Calendars, 1993-1994
2.12	Calendars, 1994-1995
2.13	Calendars, 1995-1996
2.14	Calendars, 1996-1997
2.15	Calendars, 1997
2.16	Calendars, 1998-1999
2.17	Calendars, 1999-2000
2.18	Calendars, 2000-2001
2.19	Calendars, 2001-2002
2.20	Calendars, 2002-2003

Series III	**Event Flyers, 1991-2017**
Box/fdlr	**Title**
2.21	Event Flyers, 1991-2017, n.d.

Series IV	**Newsletters, 1994-2001**
Box/fdlr	**Title**
1.4	Newsletters, 1994-2001

Series V	**Photographic Material, 1968-2010**
Box/fdlr	**Title**

1.5	Photographic Materials: Athletics, 1995-2001, n.d.
1.6	Photographic Materials: Campus, 1988-2002, n.d.
5.3	Photographic Materials: Digital Media, 1984-2010
1.7	Photographic Materials: Displays, 1991
5.1	Photographic Materials: Display, 2003 (1)
5.2	Photographic Materials: Display, 2003 (2)
1.8	Photographic Materials: Display, 2009
3.1	Photographic Materials: General, 1968-2002, n.d.
3.2	Photographic Materials: Graduation, 1988-1999, n.d.
3.3	Photographic Materials: Negatives, n.d.
3.4	Photographic Materials: Retreats, 1991, n.d.
4.1	Photographic Materials: Scrapbooks, 1986
4.2	Photographic Materials: Scrapbooks, n.d.
6.1	Photographic Materials: Scrapbooks, 1982
6.2	Photographic Materials: Scrapbooks, 1985

Series VI	**Yearbook Materials,**
Box/ fdlr	**Title**
3.5	Yearbook Materials: Advertisements, 2008
3.6	Yearbook Materials: General, 1998, n.d.
3.7	Yearbook Materials: Headshots, 1991-1997, n.d.
3.8	Yearbook Materials: Mock-ups, n.d.